

## Module 11

### Chapter 1

## Entering Information on People Not In Your Database

### Chapter Overview

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**Introduction** This chapter explains the process of entering information on people not in your database. It may be used to capture information on any person associated with a complaint, e.g., a potential complainant, facilitator, administrative judge, attorney, witness, management official, etc. This record is used to retrieve the name from the List of Values (LOV) in the database.

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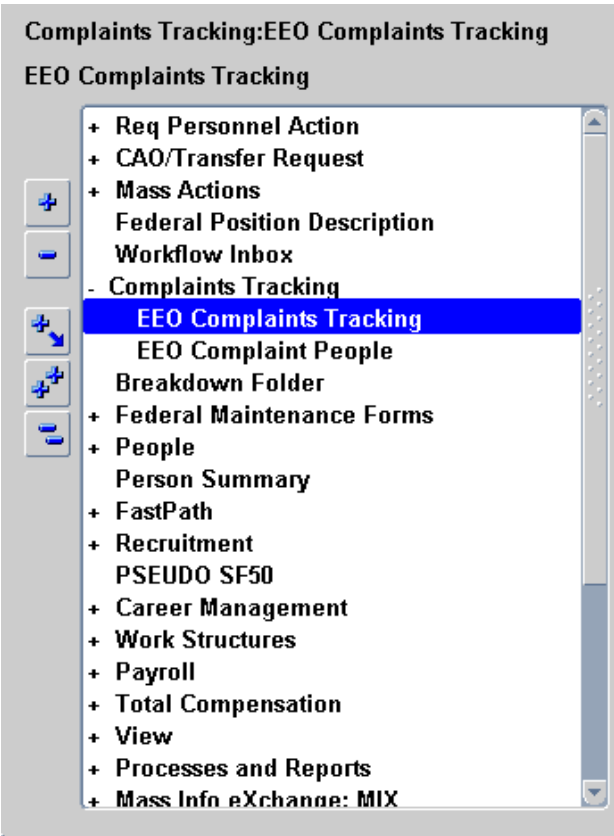
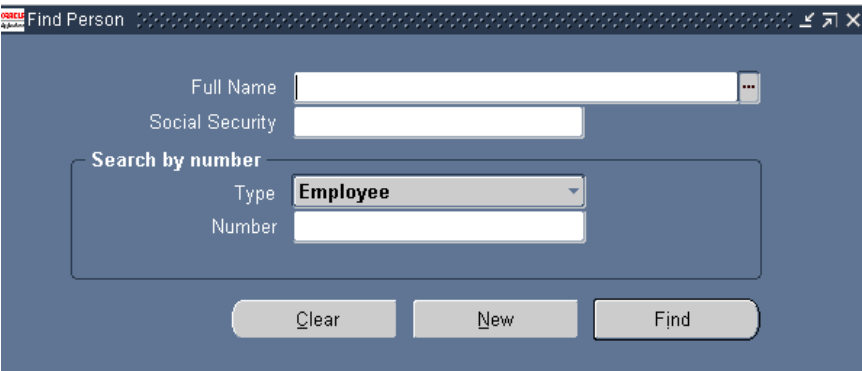
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# Entering Information on People Not In Your Database

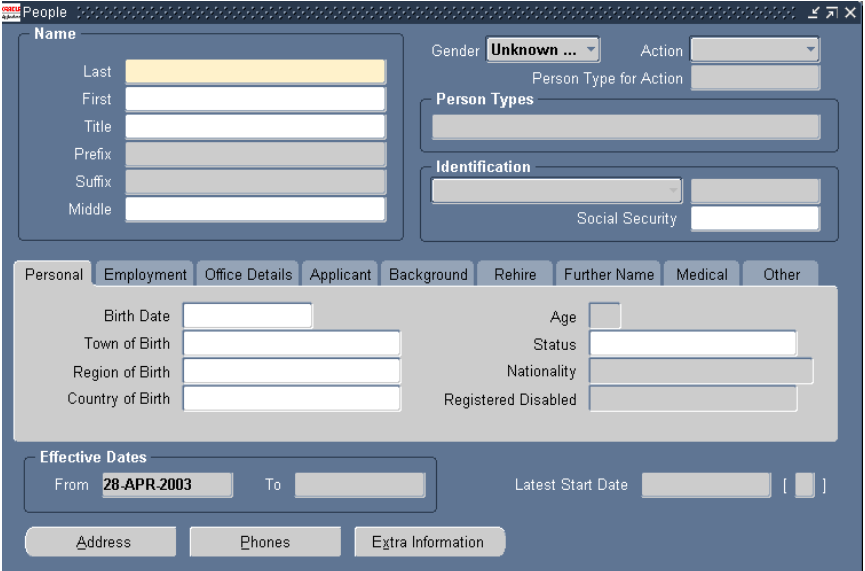
## Accessing the Find Person Window

Step	Action
1	<p><b>Navigation Path</b>, <i>Complaints Tracking</i> → <i>EEO Complaints</i> <i>People</i> &lt;Open&gt;.</p> 
2	<p>The <b>Find Person</b> window opens.</p>  <p>Click the &lt;New&gt; button. The <b>People</b> window opens.</p>

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# Entering Information on People Not In Your Database, Continued



## Completing the People Window

Step	Action
1	<p>In the <b>People</b> window, enter the last and first names of the person outside your database.</p> 
2	Tab to the <b>Middle</b> (Middle Initial) data field and enter information, as needed.
3	In the <b>Gender</b> data field, use the LOV to select the person's gender.
4	Tab to the <b>Type</b> data field. Use the LOV to select the type, e.g., <b>Contact</b> for potential complainants; <b>External</b> for associated complaint people, such as witnesses and attorneys.
5	In the <b>Social Security</b> data field, enter the person's Social Security Number or a Pseudo Social Security Number based on Component business rules.
6	In the <b>Personal Information</b> Region, enter the <b>Date of Birth</b> . <b>Age</b> automatically populates.
7	In the <b>Status</b> data field, use the LOV to select Married or Single. (Optional)
8	Type in the <b>Work Telephone</b> number, and <b>Email Address</b> . (Optional)

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## Entering Information on People Not In Your Database, Continued

### Completing the People Window (continued)

Step	Action
9	In the <b>Mail To</b> data field, use the LOV icon to select Home or Office. (Optional)
10	Enter current date in <b>Date Last Verified</b> . (Optional.)
11	Click <b>SAVE</b>  icon on the Toolbar.
12	<p>Click the Taskflow Buttons and complete the data fields, if needed. For Example:</p> <ul style="list-style-type: none"> <li>• &lt;<b>Address</b>&gt; opens the Address Window for entering address information.</li> <li>• &lt;<b>Phones</b>&gt; opens areas for entering various communication numbers, e.g., mobile, fax, etc.</li> </ul> <p> <b>Note:</b> Do not use</p> <ul style="list-style-type: none"> <li>• &lt;<b>Extra Information</b>&gt;</li> </ul>
13	<b>Save and Exit.</b> The person is now entered in the database and you can now select the person from the LOV when entering complaint information.